

**AUSTRALIAN EMBASSY PHNOM PENH DIRECT AID PROGRAM   
GUIDELINES AND EXPRESSION OF INTEREST FORM**

**2019 – 2020**

**1. Purpose**

This document provides guidance to organisations and institutions applying for funding under the Direct Aid Program (DAP) from the Australian Embassy, Phnom Penh.

Applicants must read this document carefully before completing an Expression of Interest (Annex A) for funding.

**2. What is the Direct Aid Program?**

DAP is a flexible, small grants program funded by the Australian Department of Foreign Affairs and Trade (DFAT) and managed through its overseas posts. DAP plays an important role in contributing to Australia’s development objectives in Cambodia and promoting cooperation and exchange between Australia and Cambodia. It provides a mechanism for the Australian Government to support the work of local organisations.

In 2019-20, the Australian Embassy will offer two types of grants.

1. DAP Project Grants of between AUD$15,000 and AUD$25,000; and
2. DAP Small Grants of between AUD$5,000 and $10,000

*(Small grants can be used for smaller scale or shorter-term activities, e.g., funding an event/workshop/training or series thereof, production/distribution of an object or publication, etc.)*

Organisations may submit EOIs for either or both types of grants (with separate EOIs for each).

**3. Who can apply for the Direct Aid Program?**

Non-government organisations or institutions recognised by the Royal Government of Cambodia (RGC) are eligible to apply. This includes both local and international organisations and institutions.

Private sector organisations can apply but must implement Direct Aid Program activities on a   
not-for-profit basis.

If an organisation or institution is applying for the first time, proof of their recognition by Cambodian authorities and examples of previous projects should be provided.

**4. What activities are eligible for DAP support in Cambodia?**

DAP projects should aim to achieve practical, tangible outcomes for sustainable development in Cambodia.

For 2019-20, DAP’s development priorities are:

* Human rights, including gender equality and opportunities for minority groups
* Promoting inclusive business initiatives that have a positive social impact[[1]](#footnote-1)
* Environmental management and sustainable development
* Developing science, technology, engineering and mathematics capacity

Proposals will need to address one or more of these priorities. Proposals which also achieve one or more of the following will be considered favourably:

* Strengthen partnerships between Cambodia and Australia
* Enhance the implementation of international norms to which Cambodia is a party
* Support women leaders and Cambodian youth
* Strengthen Cambodian cultural and artistic institutions
* Leverage funding or in-kind support from other sources.

Projects must demonstrate a commitment to the equal participation of men and women.

In selecting projects for funding, the Australian Embassy will look for:

* Reputed organisations with the capacity to comply with DAP’s financial reporting requirements
* Organisations that have an appropriate child protection policy that complies with DFAT’s Child Protection Framework: <https://dfat.gov.au/international-relations/themes/child-protection/Pages/child-protection.aspx>
* Projects that are self-contained and have timelines within the grant period
* Projects that demonstrate a pathway to achieving sustainable outcomes
* Activities where a recipient community makes a contribution in terms of labour, materials or cash, and
* Projects that could act as a catalyst for additional development of the community, or a model for similar developments elsewhere.

Projects may be up to twelve (12) months in duration.

**4. What type of projects are NOT funded?**

To maximise development impacts and guard against risks, DAP cannot fund:

* Projects without clear objectives and tangible development outcomes
* Micro-credit schemes or projects that involve the return of money
* Projects that provide grants to the Cambodian Government or other organisations   
  (on-granting)
* Commemorative events, including any activities associated with the commemoration of a DAP project
* Sponsorship of sporting tournaments or cultural displays (for example, dance and musical performances) that do not have a clear developmental benefit
* Commercial ventures
* International travel or events
* Routine running costs or administrative expenses, including but not limited to:
* Office rental or utility costs
* Complete salaries of core staff
* Spare parts and office supplies
* Routine maintenance and repairs (including equipment such as photocopiers, computers etc.)
* Purchase of major assets such as property or vehicles, and
* Activities that present a high child protection risk (for example, orphanages or residential care services for minors or other vulnerable groups).

**5. How much funding is available under DAP?**

In 2019 – 20, DAP offers grants up to **AUD$25,000** per project. DAP will also offer a small grants window for grants of up to **AUD$10,000**.

DAP projects should begin by January 2020 and have a maximum duration of 12 months.

**6. What is the application process?**

DAP applications are assessed by the Australian Embassy, Phnom Penh.

A two-stage process assesses applications. First, applicants submit an Expression of Interest. Second, shortlisted applicants provide a Detailed Project Proposal.

**Step One**

Applicants complete and submit an Expression of Interest form (Annex A).

Applicants must read these DAP Guidelines carefully before completing the form. The applicant organisation or institution (not a third party) must complete the form.

The Expression of Interest form must be completed in English, must not deviate from the template and not exceed the specified word limits.

The deadline for Expression of Interest forms is **5.00 pm,** **3 October** **2019** and are submitted via email to [dap.phnompenh@dfat.gov.au](mailto:dap.phnompenh@dfat.gov.au)

The Australian Embassy assesses the Expressions of Interest. Shortlisted organisations or institutions are then invited to complete a Detailed Project Proposal.

**Feedback is not provided to organisations or institutions who are not shortlisted.**

**Step Two**

The Australian Embassy will provide a Detailed Project Proposal template to shortlisted applicants.

Detailed Project Proposals must be submitted in English to [dap.phnompenh@dfat.gov.au](mailto:dap.phnompenh@dfat.gov.au) by the specified date.

Applicants can submit additional information as attachments to the Detailed Project Proposal. If required, the Australian Embassy can request additional information.

**8. What is required in the detailed project proposal?**

Detailed project proposals must:

* Clearly state the specific outputs and objectives of the project, including a work plan with measurable indicators of the project
* Be financially sound and costed. Projects must demonstrate good value-for-money in term of outcomes proposed
* Contain a risk matrix that identifies key risks and appropriate mitigation measures
* State clearly if the project has been submitted to other possible funding sources, or is being implemented in conjunction with activities funded through other sources
* Clearly demonstrate how gender equity and disability inclusion measures will be implemented and evaluated
* To guard against overlap and/or duplication, identify cooperation and/or partnerships with government agencies or other organisations working in the same location; and
* Include a copy of the organisation’s child protection policy and, if the activity involves contact with children or working with children, a child protection risk assessment and mitigation measures.

**9. If a DAP application is successful, how will the funds be paid?**

Payment is made through bank transfer. This follows the organisation or institution signing a grant agreement. Funding may be provided in stages.

**10. What are the reporting conditions of the grant?**

Organisations or institutions agree to submit reports in accordance with the grant agreement. Reports will provide verification of achievements and expenditure. Reports will be submitted six-monthly and the number of reports, i.e. annual and completion reports, will depend on the duration of the project.

Reporting templates including the financial acquittal report will be provided accordingly.

**11. How do projects recognise Australian Government support?**

All DAP projects must be identified as Australian Government sponsored. DAP recipient organizations or institutions are required to create permanent reminders to acknowledge the role of the Australian Government in the project. This need not be an expensive plaque - the creation of a permanent reminder using local skills and materials is acceptable.

**12. How are DAP projects monitored?**

Australian Embassy staff or its representatives may conduct spot checks or monitoring visits to DAP projects. Contracted auditors may conduct financial audits.

**13. When must DAP funds be expensed by?**

For the 2019-20 DAP projects, all funds must be expended no later than 31 December 2020. The Australian Embassy must approve any changes to the budget prior to expenditure.

**14. What happens to unexpended funds?**

At the conclusion of a DAP project, all unspent funds must be returned to the Australian Embassy.

Bank interest gained on a DAP grant can be used for additional project activities. However, DAP recipients must seek approval from the Australian Embassy for this purpose.

**Annex A: 2019-20 Direct Aid Program Expression of Interest Form**

**Instructions**

This Expression of Interest form must be completed by the applicant organisation (not a third party).

Applicants must read the DAP Guidelines (attached) before completing the form.

The form must be completed in English, should not exceed the specified word limit and should not deviate from the template

Expression of Interest formsare submitted to [dap.phnompenh@dfat.gov.au](mailto:dap.phnompenh@dfat.gov.au) by **5pm,   
3 October 2019**.

Late EOI forms will not be accepted.

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| **PART 1: ORGANISATION DETAILS** | |
| Organisation name : |  |
| Type of organization :  *(Non-government organisation-Local or International NGOs, private sector)* |  |
| Name of main contact : |  |
| Physical address : |  |
| Postal address : |  |
| Office phone number : |  |
| Mobile phone number : |  |
| Email address : |  |
| Website : |  |
| Name and title of alternate contact : |  |
| Mobile phone number : |  |
| Email address : |  |
| Other project partners :  *(if any)* |  |
| What is your organisation’s mission, goal or objective?  *(Briefly describe its main areas of work- maximum 150 words)* |  |
| Has your organisation registered in Cambodia[[2]](#footnote-2)?  Yes  No  | |
| Has your organisation registered with MOFAIC yet?  Has your organisation registered with MOI yet?  Date of Registration :  *(if yes, provide copies of documentation in application)*  Yes  No  | |
| Has your organisation commenced the certification process or received certification through the [Cooperation Committee for Cambodia](http://www.ccc-cambodia.org/en/ngodb) [NGO Governance & Professional Practice](http://www.ccc-cambodia.org/en/membership/ngo-governance-professional-practice-gpp) (previously known as the NGO Good Practice Project)?  *(If yes, provide copies of documentation in application)*  Yes  No  | |
| Does your organization have a partner?  *(If yes, please provide the name and contact details of the partner organisation)*  Yes  No  | |
| **PART 2: PROJECT SUMMARY** | |
| Project title :  *(no more than 20 words)* |  |
| Project description :  *(briefly describe key proposed project activities and what the project is intended to achieve. No more than 200 words).* |  |
| Project location :  *(city/district and province)* |  |
| Proposed commencement date and duration of the project:  *(maximum duration: 12 months)* |  |
| Amount of funds required (in USD):  *(equivalent of up to AUD25,000 for Project Grant / AUD10,000 for Small Grant )* |  |
| Total project cost  *(in USD-including funds from other donors)* |  |

1. As noted, private sector organisations cannot profit directly from DAP. However, businesses may access DAP funding to undertake activities focused on social impact. [↑](#footnote-ref-1)
2. Cambodian NGO applicants must be registered with the Ministry of Interior. International NGOs must have a Memorandum of Understanding with the Ministry of Foreign Affairs and International Cooperation. [↑](#footnote-ref-2)